



Mishawaka Parks & Recreation Dept.

Mishawaka Farmers Market

Vendor Application 2020



Hello friends! This is our vendor application form for the Mishawaka Farmers Market 2020! Please be mindful of application deadlines; they are set to reflect the time it will take to ensure all applications are processed, the event is mapped, and that vendors get a notice on location, set-up times, etc. We are excited about year two of the Farmers Market this year and hope to have you out! Please feel free to email bgendron@mishawaka.in.gov with any questions about the Farmers Market, Park Events, or the application process.

Sunday Farmers Markets

Location: 295 E. Mishawaka Ave, Mishawaka, IN 46545 (Central Park, Mishawaka)

Sundays: May 17 – September 27 (20 weeks)

Set Up Time: 9 am – 10:45 am

Market Time: 11 am – 3 pm

Join us for our second year of the Mishawaka Farmers Market at Central Park. Take advantage of the beauty of the St. Joseph River, our lovely Central Park, and the Riverwalk. We get thousands of visitors at Central Park every weekend.

Weekly Vendors: \$15

Season Vendors: \$285 (committing to the whole season earns you one week free)

Early Registration Fee (January 1, 2020 – January 31, 2020): \$250 (committing to the entire season in January adds an ADDITIONAL discount of \$35)

Application Deadlines:

- Season Passes must be purchased by April 17, 2020
- Weekly Passes must be purchased at minimum one week prior to the market date you wish to attend

Rain Dates: There are NO rain dates for the Market. The Market will run RAIN OR SHINE. If you do pay for a space and elect not to attend due to weather, you will not receive a refund for your date.

Season Pass Benefits

Vendors who opt for the season pass will have the same spot every week (season spaces are limited – there are ONLY 19 permanent spaces available to rent). Vendors who opt for the season pass (and receive a season space; space is limited) will have the ability to park in their vendor space. Vendors who opt for the season pass with no permanent spaces will be given an opportunity to park next to their location every week.

You will be given an opportunity to have the Market Manager and Special Events Director visit your business, take pictures, and promote you on the Facebook page. You do not have to take advantage of this. It is optional.

Weekly Passes

Weekly vendors may not be able to park by their location. This will depend on space available that week. You will be able to drive up to your space to unload. However, you may not be able to park immediately adjacent to your space. Weekly vendors will fill in as they arrive.



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Vendor Information and Rules

GENERAL VENDOR INFORMATION

Applications for Entry

Complete and return the Vendor Application Packet via mail or drop off at the Mishawaka Parks and Recreation Dept. Office located in the Battell Community Center at 904 N. Main St., Mishawaka, IN 46545. Cash, check or money orders accepted. Checks and money orders made payable to the City of Mishawaka. If you wish to pay with a card, you may stop by the office or make a payment over the phone. Please make checks payable to "City of Mishawaka"

Check-in & Set-up

Check-in and set-up begin at 9 am every Sunday. You will have until 10:45 am to set up. If you need more time, please feel free to let the Market Manager know. We are happy to accommodate. There is NO driving in the Market between 10:30 am and 3 pm.

Booth Space

All businesses or other activity must be conducted within the designated rental area only. No distribution, canvassing, flyers, nor vending of any kind by strolling through the market. **Tents must be weighted and not staked down into the ground.** All season pass spaces are on asphalt – three parking spaces will be given to each season pass vendor (the first 19). For additional season passes, you will be given a 12' x 12' space to set up and space for a vehicle to park next to your space. Tents are optional. There will be weekly spaces available on both grass and asphalt. The weekly spaces are NOT guaranteed parking for your vehicle.

Closing & Tear Down

You may not tear down and leave the Market before 3 pm. Once the Market closes at 3, you may tear down your booth space and drive in the Market area.

Parking

Parking is limited, and is first come, first serve – unless otherwise indicated or specified by the Special Events and Activities Director or the Market Manager. After unloading and setting up, vehicles must be moved to the designated parking areas outside of the market, unless the vehicle fits within the booth space. Depending on vehicle size, you will be given a space immediately beside or behind you to park.

Refunds

Application fees received and processed from accepted vendors are **non-refundable, no exceptions.**

Note: Electric and water have limited availability for this event.

Weather

In the event of severe weather, the Farmer's Market may be cancelled for the day. This will depend on the severity of the storm and will be handled on a case by case basis. We will run in the rain. In the event that the market is canceled, the fees paid for that market date will transfer to the Farmer's Market in 2021. We will attempt to give a 48 hour notice. However, the weather in Indiana can be unpredictable.

FOOD & PRODUCE & BEVERAGE

Vendors serving food, beverages and produce only. Food and beverage vendors must have the necessary permits, at least seven (7) days prior to the event, with the St. Joseph County Health Department (if needed) or Indiana Excise (if needed). Vendors will be accepted based on the items served. Alcohol sales are permitted at the Farmer's Market pending a permit, if needed, from Indiana Excise. You must be your own winery to sell at the market if you are selling alcohol. Vendors who fall under the food & produce & beverage category are welcome and encouraged to bring value added products (that meet the standards of homemade goods) at no additional charge (ex: soaps, honey, pickles).

REQUIREMENTS/ RESTRICTIONS

Products that may be sold at Mishawaka Parks Farmer's Market include the following:

- Vegetables grown by the seller from seeds, seedlings, or sets.
- Fruits, berries, or nuts grown on trees, bushes, or vines on the seller's farm.
- Plants grown by the seller from seed, seedling, or transplant.
- Eggs produced by the seller's poultry.
- Honey produced by the seller's bees.
- Fresh baked goods and prepared food items must be made from scratch by the seller ideally using locally sourced, sustainable ingredients. Popcorn is permitted.
- Fresh cut flowers grown on the seller's farm.
- Meat products must be produced from animals raised on the seller's farm.
 - If you are treating your livestock with growth hormone, this must be disclosed.
- Dairy products, including milk, cheese, and yogurt must be produced from animals raised on the seller's farm.
 - If you are treating your livestock with growth hormone, this must be disclosed.
- Fish products must to be humanely caught or raised.
- Pet food and treats made from scratch by the seller using locally sourced, sustainable ingredients.
- Alcohol from your own winery.
- Bottled water may be sold.

We will **NOT ACCEPT** these products:

- Carnival-like foods such as cotton candy, candy apples, candied nuts, toffee, and taffy.
- Overly processed and/or fried foods.
- Beverages not produced by vendor business (i.e. cans of soda, juice boxes, energy drinks | water is the only exception)
- Products containing THC.
- Products containing CBD.
- Liquor / distilled liquor.

FARM PRODUCTS:

- We use Organic and Certified Naturally Grown standards as the baseline for selecting vendors, although we welcome commercial growers. All chemical usage on produce/crop must adhere to chemical labels. Mishawaka Parks and Recreation supports sustainable agricultural practices.
- Mishawaka Parks supports small, local, and diversified farms. Proximity of your farm's location will be considered in the application process.
- Mishawaka Parks defines local as within a 200 mile radius of the city of Mishawaka.
- Reselling is not permitted without approval. We may permit you to sell a colleagues' products if the farm has undergone Mishawaka Parks approval and you receive prior written approval from the Special Events and Activities Director. All products not grown on your farm must be labeled as such.

ALCOHOL:

- All alcohol must be products sold at your own winery.
- You may sample your product, as long as this is a service that you provide at your own facility.
- You must have the proper permits from Indiana Excise and have them on-site with you to participate in the market.

PREPARED FOOD PRODUCTS:

- All foods must be prepared in a kitchen certified by Department of Agriculture, Department of Health or USDA, or in your own kitchen as permitted by the St. Joseph County Health Department.
- All products must be made by you or your staff (ie: if you sell cookies, you must make the cookies from scratch).
- If selling packaged food items, all vendors must have Food Sales Establishment License and Department of Agriculture approved labels.

PET FOOD & TREATS

- All Pet Food & Treats must meet the regulations and requirements outlined by the Indiana Department of Agriculture Plant Food, Feed & Grain Division.

HOMEMADE VENDORS**BATH & BODY PRODUCTS:**

- Bath & Body products ideally incorporate local and sustainable materials.

CRAFTS/ART PRODUCTS:

- You must create/make the product you are selling.
- You cannot resell items (i.e. jewelry, storage containers, etc)

How We Operate

- We are a family – oriented market. Mishawaka Parks and Recreation reserves the right to remove vendors that exhibit poor conduct to attendees and/or fellow vendors. If you are unkind to other vendors or attendees, you will be asked to leave the market and will not receive a refund.



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Business/Booth Name: _____ Date: _____

Contact Name: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Website: _____

*** Please provide updated email AND phone number***

Indicate which dates you are participating in and in what capacity.

Dates	Farmer/Grower	Food/Beverage	Homemade Goods
May 17			
May 24			
May 31			
June 7			
June 14			
June 21			
June 28			
July 5			
July 12			
July 19			
July 26			
August 2			
August 9			
August 16			
August 23			
August 30			
September 6			
September 13			
September 20			
September 27			
Season			

Set-Up Information

Number of vehicles? _____ Size: _____ Bringing a trailer? _____ Size: _____

Tent size: _____

Additional Details/ Requests:

Food and beverage vendors must follow all St. Joseph County Health Department rules and regulations, as well as the Mishawaka Parks and Recreation Department rules and regulations. Below, list booth space requirements, including food trailer or truck dimensions with service window orientation. Supply trucks may remain onsite, but may be required to park away from the main market area (pending size).

FARMERS/GROWERS/HOMEMADE GOODS/FOOD/BEVERAGE VENDORS

All entries must be grown by the vendor, raised (as in livestock) by the vendor, the work of the artist/crafter, or the original baking/cooking of the vendor. Purchased, pre-made merchandise or utilizing pre-made merchandise to make an item is considered a retail product and is not permitted at the market. In summary, you must either grow it, raise it, make it, cook it, or bake it yourself. **Kits, molded items, commercially manufactured goods, resale items, antiques, or any mass-produced good are NOT allowed in this category.** Describe in detail the items you wish to sell at the selected dates:

Application & Rules Agreement

I have read and will comply with the rules of the Mishawaka Parks Department and I will comply with all applicable laws. By signing, I understand that any Homemade Goods vendors selling items not made by them will be asked to leave the market with no refund of space rental fee. I understand that any Farmer/Grower vendor selling items not listed in original application will be asked to leave the market with no refund of space rental fee. I understand that any Food or beverage vendor selling any type of item or service will be asked to leave the market with no refund of space rental fee.

Vendor's Signature: _____ Date: _____

Release & Indemnification Agreement

For and in consideration of the City of Mishawaka allowing the undersigned to participate in the Mishawaka Parks and Recreation Department Mishawaka Farmers Market 2020, the undersigned hereby releases and agrees to indemnify and hold harmless the City of Mishawaka, Indiana, the Mishawaka Parks and Recreation Department, their agents, employees, and officials from any and all actions, causes of action, claims, damages, demands, judgments, executions, costs, expenses, including attorney fees, and all other claims for damages whatsoever which may hereafter be made, instituted, filed or recovered against the City of Mishawaka, Indiana, the Mishawaka Parks and Recreation Department, their agents, employees, and officials by the undersigned and any other person as the result of participating in this event.

Vendor's Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Date: _____ Payment made by: ☐ Cash ☐ Check _____ ☐ Money Order ☐ CC
Receipt # _____ Amount Paid: \$ _____